

Personal Fundraising Badge How to Add to Outlook

- 1. Log in to your Participant Centre.
- 2. In the side menu, select "Get Social".

슈 DASHBOARD		Dashboard				
MY PAGE		SET UP YOUR CAMPAIGN				Hide
^ጵ ጸጓ team	+					
କ୍ରି DONATIONS	+	Personalize your page	Create	Ask for donations	Raise awareness	50%
C FOLLOW UPS			V list		on social	COMPLETED
SEND EMAILS	+			Send email >	Share	
ଙ୍କତ GET SOCIAL						
FITNESS GOAL		PERSONAL				Get donations

3. Under "Fundraising Badge", click "Copy image".

Note: You can also paste this URL into your social posts to share your badge with your networks.

슈 DASHBOARD		Get Social	
MY PAGE			Hide
්දි TEAM	+	Reach out to your social networks! Raise awareness and increase donations by creating a social post asking for support.	
ම් DONATIONS	+		
G FOLLOW UPS		CREATE A SOCIAL POST FUNDRAISING BADGE	
SEND EMAILS	+	Share to Share to Copy the URL for your badge into a post of embed into blog or page to display a real	or RIDE Donate
∞ GET SOCIAL		time thermometer of your progress!	SUPPORT MY
FITNESS GOAL		Copy Intege Copy code snippet (using HTML)	7896 Raiket \$3,000 Guar \$5,600

4. From the main Outlook page, click "File", then Options", then "Mail".

File Home Send / Receive Folds	Info	Accol	int Informatic	Outlook Options	
New New Email Items -	Open & Export Save As	Don.Goud Microsoft	ly@thepmcl.ca Exchange	General Mail Calendar	General options for working
New Delete	Delete Print	Account	Account Settings Change settings for this account or set Access this account on the web.	People Tasks Search Pei	Show Mini Toolbar on selection Fable Live Preview ScreenTip style: Show feature descrip Personalize your copy of Microsoft Of
	Options Exit	Settings *	 https://outlook.office365.com/ow This mailbox is on retention hold. automatically. 	Language Advanced Customize Ribbon	User name: Goudy, Don Initials: dg Always use these values regardless of

5. From the "Mail" menu, click "Signatures".

General	Change the settings for messages you create and receive.	
Mail		
Calendar	Compose messages	
Groups	Change the editing settings for messages.	
People	Compose messages in this format: HTML -	
Tasks	ABC	
Search	Always check spelling before sending Spelling and Autocorrect.	
Language	✓ Ignore original message text in reply or forward	
Advanced	Create or modify signatures for messages.	
Customize Ribbon		

6. Create a new signature or modify an existing one by selecting it. Then, click the image icon

-mail Signature	Personal Stationery					
Sele <u>c</u> t signature to	edit			Choose default signature		
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				New messages:		~
				Replies/forwards:		~
	[
Delete	New		<u>R</u> ename			
Edi <u>t</u> signature						
Calibri (Body)	✓ 11	ΙŪΑ	utomatic 🗠	🗐 🚍 🗏 🔠 <u>B</u> usine	ss Card	

7. Paste the fundraising badge image URL that you copied from the participant centre in the "File name" box. Select the "Insert" drop down list, and select "Link to File".

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🤙 This PC	^			^
3D Objects				
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Documents				
Downloads	~			~
File <u>n</u> an	24834/Participants/p_6487062/EmailBadge/FundraisingP	Progress_1.png ~	All Pictures (*.emf;*.wn	nf;*.jpg;*.j ~
		Too <u>l</u> s 💌	In <u>s</u> ert 💌	Cancel
			Insert	, di
			Link to File	
			Insert and Link	

8. Your badge will appear in the signature editing box. Without closing your email, go to your fundraising page in the Participant Centre and copy the link at the top.

Sele <u>c</u> t signature to e	dit			Choose default signa	ature	
My Fundraising Ba	adge		~	E-mail account:		~
				New messages:	My Fundraising Badge	
				Replies/ <u>f</u> orwards:	(none)	~
Delete	New		<u>R</u> ename			
Ediţ signature Calibri (Body)	✓ 11 ✓ B	ΙU	Automatic 🗸 🗸		🛓 Business Card	
The set of the set of			Donate			^
	TO CONQUER CANCER®	Kel				~
					ОК	Cancel

9. Go back to the email window with your signature, right click on the photo and paste the link.

10. Make this your default signature, then click "OK" at the bottom of the Outlook Option window.

Note: The badge in Outlook will default to a large size, which, depending on your personal settings, may not be resizable. In this case, you can resize the badge when you compose new emails.

Note to Users:

Due the unlimited configurations of personal computer software and applications, we cannot provide end user support for the installation of these badges on third party email platforms.